

STATEMENT OF WORK

Information Management System Assessment for Exploration and Space Communications (ESC) Division

March 2015

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Background

Organizations within Exploration and Space Communications (ESC) Division use multiple, different management systems to support project management. These systems could provide collaborative functions but cannot because they are different and not interoperable. The situation makes Division level coordination difficult and expensive, if not impossible. It also makes identification of project interdependencies including cross-project risks and issues difficult to anticipate and mitigate. Finally, consistency with systems used across the Flight Projects Directorate (FPD) would simplify oversight at the directorate level. This Directorate consistency is an initiative being pursued by FPD for a common management system for CM, risk, WOA and documents. To improve Division coordination as well as coordination with flight projects, ESC needs the following: An assessment of the current information management practices with ESC; An analysis of existing information management systems within the Division in the context of those recommended by the Flight Projects Directorate (FPD) for use throughout FPD; A review of industry best practices and FPD recommended practices for coordinating program and project activities within a portfolio; and Recommendations for improvements to better meet current and future needs that are in alignment with FPD recommendations; and Cost Models on current expenditures by system for each project that will help to serve future identification and selection of common tools and communicate the return on investment. This is a 30 day study.

Scope

- The contractor shall perform assessments, analyses and reviews to generate recommendations for improvements for management systems, processes and practices utilized within ESC.

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Requirements

- The contractor shall assess current information management practices within ESC in consideration of the practices recommended by the FPD.
- The contractor shall provide an analysis of existing information management systems within ESC in consideration of the systems recommended by the FPD. The contractor shall document and deliver a summary, by system, of the detailed services each system is providing and overall costs as well as maintenance costs, server costs, etc.
- The contractor shall provide a review of industry best practices and FPD recommended practices for coordinating program and project activities within a portfolio. This review will take into consideration pricing models for selection of out-of-house or COTS recommendations including licensing and other fees.
- The contractor shall recommend improvements to ESC management systems, processes and practices that are in alignment with FPDs recommended systems, processes and practices, to better meet current and future needs of ESC. The contractor shall provide a roadmap for implementation and transition of work by project for the full ESC portfolio.
- The contractor shall leverage prior and current related efforts being conducted by FPD in the context of FPDs business change initiative without conducting redundant activities. Access to information on current activities will be provided upon request.

Deliverables

- The contractor shall provide status updates via weekly meetings and electronic weekly reports.
- The contractor shall deliver artifacts including analysis reports and final recommendations within 30 days of task initiation via email

Place of Performance

- Work is to be performed at the contractor's facility.

Period of Performance

- 30 Days from task initiation